

COUNTY OF SUFFOLK



OFFICE OF THE COMPTROLLER

JOHN M. KENNEDY, JR.
Comptroller

May 19, 2015

SOLICITATION OF QUOTES FOR PATIENT PROTECTION AND AFFORDABLE CARE ACT

To Whom It May Concern:

Introduction

The Suffolk County Department of Audit & Control (Department) is seeking proposals from qualified individuals or entities (Proposer) to assist with and/or ensure compliance with requirements of the Patient Protection and Affordable Care Act (PPACA). Requested services include consultation and guidance on matters related to ensuring compliance with the Affordable Care Act.

The County will execute a contract with the Contractor, based on the **Model Contract** attached to this Solicitation as **Exhibit "1"**. Negotiation and revision of the Model Contract shall be based on the Department's needs and shall be subject to the approval of the County Attorney's Office. The award of any contract will be made in the best interest of the County, taking into consideration, cost as well as technical or other non-cost factors. The County reserves the right to award to one or more proposers.

Each contract shall be subject to appropriations and a contract may not exceed a total cost for any fiscal year greater than \$25,000.00. The Department wishes to enter into an agreement on or about June 5, 2015 through December 31, 2015. The proposed contract will contain two, one year renewal options, renewal will be at County's sole discretion.

After evaluating proposals, the County may enter into negotiations with one proposer or multiple proposers. The primary purpose of negotiations is to maximize the County's ability to obtain the best value based on the mandatory requirements, evaluation criteria, and cost. Multiple rounds of negotiations may be conducted with one proposer or multiple proposers. Negotiations will be structured by the County to safeguard information and ensure that all proposers are treated fairly.

Fees

Proposers are strongly encouraged to submit creative and alternate fee proposals. Although proposed fees will be taken into account, the County reserves the right to negotiate a lower or different fee structure with any firm selected. Otherwise, please provide the following information concerning traditional hourly and flat or task based billing:

- i. The customary hourly rate of each person who will provide service in response to this and the proposed hourly rates to be charged the County for work performed by those persons; and/or
- ii. Any flat fee proposal or other fee structure based on case tasks, milestones or some other measure of fee structure.

Proposers should include in its response answers to the following, if appropriate:

- i. Costs of any anticipated clerical support; and
- ii. A schedule of all disbursements which your firm anticipates will result in a charge to the County and the rate for each; and
- iii. Any reduced fee structure to be charged by your firm for work performed for government entities.

If your proposal is submitted as a joint proposal by more than one firm, describe how responsibilities and compensation would be allocated among the firms.

Proposals must include the following information:

- Completed and notarized **Suffolk County Form 22 (Contractor's/Vendor's Public Disclosure Statement – attached)**;
- Year company was founded and brief history;
- Location from which services will be performed;
- Contact person and title for contract purposes;
- Name and title of individual(s) who will be performing work under this contract with resumes and a description of related expertise and experience;
- Description of the Proposer's technical experience with the requirements set forth at **Exhibit "2"** of this Solicitation (provide examples of other similar work);
- Provide three client references for which similar services have been provided;

- Provide information on the circumstances and status of any past or present civil or criminal investigations or litigation against the Proposer;
- Experience and expertise of staff;
- Disclose the existence of any conflicts of interests, whether existing or potential in material financial relationships and/or any family relationships between the Proposer (and their employees) and any County employee, or any other matter that may create a conflict of interest or the appearance thereof; if none exist, state so;
- Provide proof of adequate insurance (**see Attachment – Exhibit 1**);
- Hourly price quote for all services.

Proposals must be received by 5 P.M., June 5, 2015 via one of the following methods:

Fax to: (631) 853-5057 Attn: Louis A. Necroto

E-mail to: louis.necroto@suffolkcountyny.gov

Deliver to: Suffolk County Comptroller's Office, Attn: Louis A. Necroto (9th fl.)
 H. Lee Dennison Executive Office Building
 100 Veterans Memorial Highway
 P.O. Box 6100
 Hauppauge, NY 11788

The County expressly reserves the right to:

- Reject or cancel any or all proposals or any part thereof submitted in response to this Solicitation;
- Withdraw the Solicitation at any time, at the County's sole discretion;
- Conduct contract negotiations with the next responsible Proposer should the County be unsuccessful in negotiations with the selected Proposer;
- Require clarification at any time during the process and/or require correction of arithmetic or other apparent errors for the purpose of assuring a full and complete understanding of a proposal;
- Accept any or all proposals or make any award in whole or in part.

An award will be made based on “best value” to the County. The “best value” basis optimizes quality, cost and efficiency among responsive and responsible proposers.

Questions regarding this solicitation should be submitted in writing by fax or e-mail, attention Louis Necroto, via the above methods.

Very Truly Yours,



Louis A. Necroto, CPA
Chief Deputy Comptroller

5 attachments

SOLICITATION OF QUOTES FURTHER INFORMATION

May 19, 2015

Consultant is required to assist with and/or ensure compliance with requirements of the Patient Protection and Affordable Care Act (PPACA). Requested services for consultation and guidance on matters include, but are not limited to the following:

1. Determination of grandfathered status and relevant exemptions
2. Cost sharing limits between employer and employees.
3. Health Flexible Spending Account (FSA) Contributions
4. Reinsurance Fee Requirements
5. Health Insurance Portability and Accountability Act (HIPAA) Certification
6. Exposure to Penalties (Shared Responsibility)
7. Any and all required Applicable Large Employer (ALE) calculations and qualifications for any available relief if necessary
8. Health Plan Coverage Requirements and employee eligibility
9. Coverage of “full-time” employees as defined in the PPACA
10. Affordability calculations including all calculations under safe harbor rules
11. All necessary minimum value calculations and applicable safe harbors
12. Reporting of summary of Benefits & Coverage and Exchange Notifications to employees
13. Assist in engaging other professional services for PPACA compliance and reporting under §6055 and 6056 of the Internal Revenue Code (IRC)
14. Advice as to any obligation or responsibility associated with portability of coverage as it relates to new hires, separated or terminated employees, as well as to retirees

Consultant should indicate its ability to provide the following:

1. PPACA compliance training to selected County employees
2. Audit of County employment policies as they relate to PPACA compliance, including preparation of reports with recommendations
3. Support for implementation and ongoing PPACA compliance and avoidance of penalties
4. Ongoing employee eligibility analysis and tracking
5. Assessing changes to benefit policies, job descriptions and other documents as needed to facilitate PPACA compliance
6. Provide the County with a report (s) that details the recommendation, procedures and protocols related to this engagement to assist the County in its continued compliance.